



Policy Name: FSP Policy for Becoming an Approved Caterer
Section: 5.55 **Version:** 1.0
Organization: Foundation of Shalom Park
Adopted Date: October 13, 2020 **Effective Date:** October 13, 2020
Revised Date: N/A

I. Purpose

The purpose of this policy is to document and define the policies governing the procedure and requirements for becoming an Approved Caterer.

II. Definitions

- A. **FSP** – Foundation of Shalom Park.
- B. **Kashrut** – A set of Jewish religious dietary laws.
- C. **COI** – Certificate of Liability Insurance.
- D. **Prospective Caterer** – A licensed catering business.
- E. **Approved Caterer** – A prospective catering business that has met & completed the requirements of this Policy.
- F. **ServSafe Certification** – A Food Safety Training Program administered by the National Restaurant Association.

III. Policy for Becoming an Approved Caterer Rules & Regulations

- A. The prospective caterer must provide all appropriate information regarding their business and experience to the FSP Operations Manager.
- B. The caterer must attend an information/orientation session with the FSP Operations Manager, which includes a tour of the FSP Kitchens and reception halls.
- C. The caterer must receive all FSP policies and procedures regarding Kashrut and kitchen usage.
- D. The caterer must discuss any questions regarding Kashrut and kitchen usage with the FSP Operations Manager.
- E. The caterer must complete and submit the Caterer Kashrut Quiz.
- F. **The caterer must submit a copy of currently valid ServSafe Certification. When the current certificate expires, new documentation must be submitted to maintain approved status.**

- G. The caterer must have their insurance company submit to the FSP Operations Manager (either by email or fax) a **COI** (Certificate of Liability Insurance), for a minimum of \$1,000,000, with the Certificate Holder listed as follows:

Foundation of Shalom Park
5007 Providence Road
Suite 102
Charlotte, NC 28226

Attn: Jay Parton
Email: jparton@shalomcharlotte.org
Fax: 704-944-6899

- H. FSP will request annual renewal certificates from your insurance carrier. **Should you switch insurance carriers, FSP must be notified to maintain your approved status.**
- I. **Recertification is required to maintain approved status should the individual who originally attended the orientation session is no longer employed with the caterer.** Should this occur, it is the responsibility of the caterer to notify FSP of the new contact, and they will be scheduled for the next available orientation session.